

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make. However, after careful consideration, I have come to realize that I need to prioritize my work-life balance. I believe this change will help me focus on my personal well-being and family commitments.

I am truly grateful for the opportunities I have had during my time at [Company's Name] and for the support you and the team have provided me. I will do my best to ensure a smooth transition and will be happy to assist in the handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]